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STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1950—FEDERAL PERSONNEL
MANUAL CHAPTER RI

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

[redacted]

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. JOHN E. DOE	27 March 1936		12 Jan 56

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)	6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
REASSIGNMENT	15 Jan 1956	
B. POSITION (*Specify whether establish, change grade or title, etc.*)	B. APPROVED:	

FROM—	8. POSITION TITLE AND NUMBER	TO—
Supply Assistant V-254-6 GS-2001.01-6 $4,080.00 p.a. DD/S Office of Communications Engineering Division Plant Engineering Branch Wire Systems Section Washington, D. C.	9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	Comm Tech (Crypt) XX9X06 GS-0308.03-6 $4,480.00 p.a. DD/S Dev. Copp. (SC)
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)

CASUAL

B. REQUESTED BY (*Name and title*) [redacted]

D. REQUEST APPROVED BY [redacted] 25X1A

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*)
Extension 8203

Title: Personnel Officer, D/C

13. VETERAN PREFERENCE						14. POSITION CLASSIFICATION ACTION			
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I. A.	REAL.

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS: (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM: 6-7911-20-811 TO: 6-7993-50-173			☐ CLAIMED ☐ PROVED STATE:

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.		
E.		

REMARKS:

F. APPROVED BY

DATE

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22. RESIGNATION

DATE _____

I RESIGN FOR THE FOLLOWING REASON:

MY LAST WORKING DAY WILL BE _____ _____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

(If pertinent)

EDUCATION AGE RANGE _____ SEX _____

Essential:

Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

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STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1961 FEDERAL PERSONNEL
MANUAL CHAPTER RI

UNVOUCHERED

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUE[illegible]
Mr. JOHN E. DOE	25 March 1936		7 Jan 1960

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*) [illegible]	6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
B. POSITION (*Specify whether establish, change grade or title, etc.*)	B. APPROVED:	

FROM—		TO—
	8. POSITION TITLE AND NUMBER	Comm Tech (Crypt) 1[illegible] GS-1[illegible]-05-6 [illegible] p.a.
	9. SERVICE, GRADE, AND SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	DD/S Dev. Comp. (SC)
	11. HEADQUARTERS	
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)

B. REQUESTED BY (*Name and title*) [redacted]

D. REQUEST APPROVED BY [redacted] 25X1A

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*)
Extension 6201

Title: Personnel Officer, O/C

13. VETERAN PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I. A.	REAL.	GS-10

15. SEX	16. APPROPRIATION (SYMBOL) FROM: / TO:	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE (STATE) ☐ CLAIMED ☐ PROVED STATE:
M W	6-79[illegible]3-50-120			

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPLOYMENT		
E.		

REMARKS:

F. APPROVED BY

SECRET

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I RESIGN FOR THE FOLLOWING REASON:

DATE _____

MY LAST WORKING DAY WILL BE _____

_____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

(If pertinent)

EDUCATION

AGE RANGE _____ SEX _____

Essential:

Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

SECRET

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STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1950—FEDERAL PERSONNEL
MANUAL CHAPTER RI

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. JOHN E. DOE	25 March 1935		7 Jan 56

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)	6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
CHANGE OF STATUS		
B. POSITION (*Specify whether establish, change grade or title, etc.*)	B. APPROVED:	

FROM—		TO—
SAME	8. POSITION TITLE AND NUMBER	Comm Tech (Crypt) TYPEX GS-1121.06-6 $3888.00 p.a.
	9. SERVICE, GRADE, AND SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	DD/S Dev. Comp. (SI)
	11. HEADQUARTERS	
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☐ FIELD ☐ DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)

From Training to Casual

B. REQUESTED BY (*Name and title*)

[redacted]

D. REQUEST APPROVED BY

25X1A

C. FOR ADDIT[redacted]

Released on 8207

Title: Personnel Officer, O/P

13. VETERAN PREFERENCE					
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION			
NEW	VICE	I. A.	REAL.

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT. (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE (STATE) ☐ CLAIMED ☐ PROVED STATE:
	FROM: TO:			

20. STANDARD FORM 50 REMARKS

THIS IS A SUGGESTED METHOD OF INFORMAL NOTICE TO O/P re CHANGE OF CATEGORY. IT MAY BE SUBMITTED IN A SINGLE COPY, HANDWRITTEN, IN LIEU OF A MEMORANDUM.

21. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.		
E.		
F. APPROVED BY		

REMARKS:

DATE

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22. RESIGNATION

I RESIGN FOR THE FOLLOWING REASON: DATE _____

MY LAST WORKING DAY WILL BE _____ _____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

EDUCATION (If pertinent)

Essential: AGE RANGE _____ SEX _____

Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

SECRET

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STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1950—FEDERAL PERSONNEL
MANUAL CHAPTER RI

REQUEST FOR PERSONNEL ACTION

VOUCHERED
UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. JOHN E. DOE	25 March 1936		7 Jan 1956

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)	6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
REASSIGNMENT	ASAP	
B. POSITION (*Specify whether establish, change grade or title, etc.*)	B. APPROVED:	

FROM—	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO—
SAME		Comm Tech (Crypt) VD9X06 GS-1121-05-6 $4080.00 p.a. DD/S Dev. Compt (SC) O/S Undetermined
☐ FIELD ☐ DEPARTMENTAL		☒ FIELD ☐ DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)

Transfer to Unvouchered Funds from Vouchered Funds

B. REQUESTED BY (*Name and title*) [redacted] 25X1A

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*) Extension 8201 Title: Personnel Officer, O/C

13. VETERAN PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I. A.	REAL.	SD-SC

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE (STATE)
	FROM: 6-1271-50-123 TO: 6-9773-50-456			☐ CLAIMED ☐ PROVED STATE:

20. STANDARD FORM 50 REMARKS:

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPLOYMENT			
E.			
F. APPROVED BY			

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22. RESIGNATION

I RESIGN FOR THE FOLLOWING REASON:

DATE _____

MY LAST WORKING DAY WILL BE _____

_____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

(If pertinent)

EDUCATION

AGE RANGE _____ SEX _____

Essential:

Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

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STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1950—FEDERAL PERSONNEL
MANUAL CHAPTER R1

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. JOHN E. DOE	27 March 1911		31 Jan 1956

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*): PROMOTION
B. POSITION (*Specify whether establish, change grade or title, etc.*)

6. EFFECTIVE DATE
A. PROPOSED: 15 Jan 1956
B. APPROVED:

7. C. S. OR OTHER LEGAL AUTHORITY

FROM		TO
Comm Tech (Crypt) VD9X06 GS-1121-05-6 $4080.00 p.a.	8. POSITION TITLE AND NUMBER	Comm Tech (Crypt) VD9X07 GS-1121-05-7 $4525.00 p.a.
	9. SERVICE, GRADE, AND SALARY	
	10. ORGANIZATIONAL DESIGNATIONS	DD/S Dev., Comp. (SC)
	11. HEADQUARTERS	O/S Undetermined
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☒ FIELD ☐ DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)

25X1A

B. REQUESTED BY (*Name and title*) [redacted]

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*): Extension 6201

Title: Personnel Officer, O/C

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.	
				SD-3C

15. SEX	16. APPROPRIATION (SYMBOL)	17. SUBJECT TO C-S RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE (STATE)
	FROM: TO: 6-7943-50-639			☐ CLAIMED ☐ PROVED STATE:

20. STANDARD FORM 50 REMARKS:

21. SEPARATION DATA

(SIGNATURE)

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			DATE
F. APPROVED BY			

SECRET

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16—57829-4

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22. RESIGNATION

I RESIGN FOR THE FOLLOWING REASON:

DATE _____

MY LAST WORKING DAY WILL BE _____

_____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

REMARKS *(Continued)*

U. S. GOVERNMENT PRINTING OFFICE 16—57329-4

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STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1959—FEDERAL PERSONNEL
MANUAL CHAPTER RI

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED TO VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. JOHN E. DOE	27 March 1936		3 Jan 1956

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)	6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
REASSIGNMENT		
B. POSITION (*Specify whether establish, change grade or title, etc.*)	B. APPROVED:	

FROM—	8. POSITION TITLE AND NUMBER	TO—
Comm Tech (Crypt) VD9T06		Supply Assistant V-245-6
	9. SERVICE, GRADE, AND SALARY	GS-2001.01-6 $4,080.00 p.a.
DD/S		
Dev. Comp. (SC)	10. ORGANIZATIONAL DESIGNATIONS	DD/S Office of Communications Engineering Division Plant Engineering Branch Wire System Section Washington, D. C.
O/S Undetermined	11. HEADQUARTERS	
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[ ] FIELD [X] DEPARTMENTAL

C-L

A. REMARKS (*Use reverse if necessary*)

Transfer to Vouchered Funds from Unvouchered Funds

B. R[redacted] 25X1A

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*) Extension 8201

Signature: [redacted]

Title: Personnel Officer, O/C

13. VETERAN PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I. A.	REAL.	SD/SC

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
	FROM: 6-4792-50-673 TO: 6-7143-50-142			[ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED BY			

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Approved For Release 1999/09/08 : CIA-RDP80-01826R001100040003-7

22. RESIGNATION

DATE _____

I RESIGN FOR THE FOLLOWING REASON:

MY LAST WORKING DAY WILL BE _____ _____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

(If pertinent)

EDUCATION AGE RANGE _____ SEX _____

Essential:

Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

Approved For Release 1999/09/08 : CIA-RDP80-01826R001100040003-7

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SECRET

STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1950—FEDERAL PERSONNEL
MANUAL CHAPTER R1

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7 unless otherwise instructed.* If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. JOHN Z. DOE	27 March 1936		Jan 55

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)
REASSIGNMENT AND CHANGE OF SERVICE DESIGNATION

B. POSITION (*Specify whether establish, change grade or title, etc.*)

6. EFFECTIVE DATE
A. PROPOSED: ASAP
B. APPROVED:

7. C. S. OR OTHER LEGAL AUTHORITY

FROM	TO
Supply Asst. VD9X06	Intell. Asst. GS-0132.02-6 P9X06
GS-0303.01-6 $4080.00 p.a.	$4080.00 p.a.
DD/S	DDP
Dev. Comp. (SC)	Dev. Comp. (O)
	Washington, D. C.
8. POSITION TITLE AND NUMBER	
9. SERVICE, GRADE, AND SALARY	
10. ORGANIZATIONAL DESIGNATIONS	
11. HEADQUARTERS	
12. FIELD OR DEPARTMENTAL	
☐ FIELD ☒ DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL

C-2

A. REMARKS (*Use reverse if necessary*)

TRAINING

B. REQUESTED BY (*Name and title*) [redacted] 25X1A

D. REQUEST APPROVED BY
Signature:
Title: Personnel Officer, O/C

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*)
Extension 6868

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

From SD-01
To SD-01

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
	FROM: 6-9763-50-789 TO: 6-243-49-681			☐ CLAIMED ☐ PROVED STATE:

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.		
E.		

REMARKS:

F. APPROVED BY

SECRET

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CONFIDENTIAL

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22. RESIGNATION

I RESIGN FOR THE FOLLOWING REASON:

DATE _____

MY LAST WORKING DAY WILL BE _____

_____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

EDUCATION

Essential:

Desired:

(If pertinent)

AGE RANGE _____ SEX _____

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

Approved For Release 1999/09/08 : CIA-RDP80-01826R001100040003-7

DENIED

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SECRET

STANDARD FORM 52
PROMULGATED BY THE
U. S. CIVIL SERVICE COMMISSION
JANUARY 1950—FEDERAL PERSONNEL
MANUAL CHAPTER RI

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D *except 6B and 7* unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (*Mr.—Miss—Mrs.—One given name, initial(s), and surname*)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. JOHN E. DOE	27 March 1936	7	7 Jan 56

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (*Specify whether appointment, promotion, separation, etc.*)
RESIGNATION

6. EFFECTIVE DATE
A. PROPOSED: 12 Feb 1956
B. APPROVED:

7. C. S. OR OTHER LEGAL AUTHORITY

B. POSITION (*Specify whether establish, change grade or title, etc.*)

FROM—	8. POSITION TITLE AND NUMBER	TO—
Comm Tech (Supvy) FD0206 GS-1171-06 $4980.00 p.a. DD/S Dep. Comm. (SC) O/C Headquarters	9. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☐ FIELD ☐ DEPARTMENTAL

A. REMARKS (*Use reverse if necessary*)
For Personal Reasons.

B. REQUESTED BY (*Name and title*) [redacted] 25X1A

C. FOR ADDITIONAL INFORMATION CALL (*Name and telephone extension*)
Extension 6201

Title: Personnel Officer, O/C

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

SI/SC

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE (STATE)
	FROM: 6-97653[illegible]789 TO:			☐ CLAIMED ☐ PROVED STATE:

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPLOYMENT RECOR			
E.			

F. APPROVED BY

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22. RESIGNATION

I RESIGN FOR THE FOLLOWING REASON:

DATE _____

MY LAST WORKING DAY WILL BE _____

_____
(SIGNATURE)

23. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET) (CITY) (ZONE) (STATE)

BRIEF DESCRIPTION OF DUTIES

QUALIFICATIONS

EDUCATION

Essential:

Desired:

(If pertinent)

AGE RANGE _____ SEX _____

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

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~~S-E-C-R-E-T~~

Actions Scheduled For
Staffing Complement
Processing

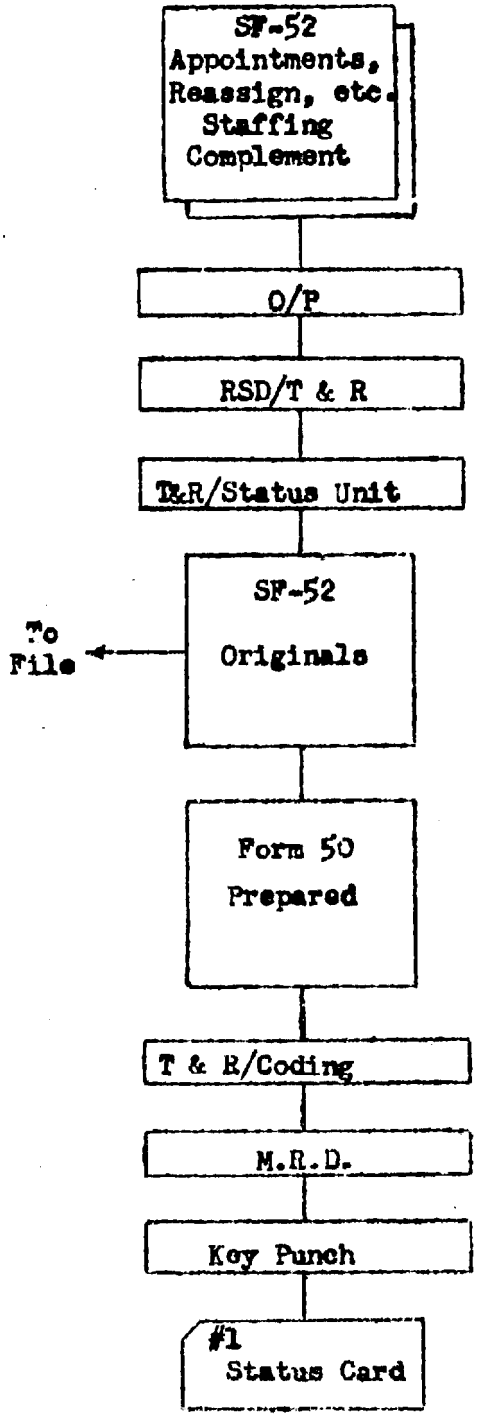

Exhibit I

~~S-E-C-R-E-T~~

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Actions Scheduled For
Development Complement
Processing

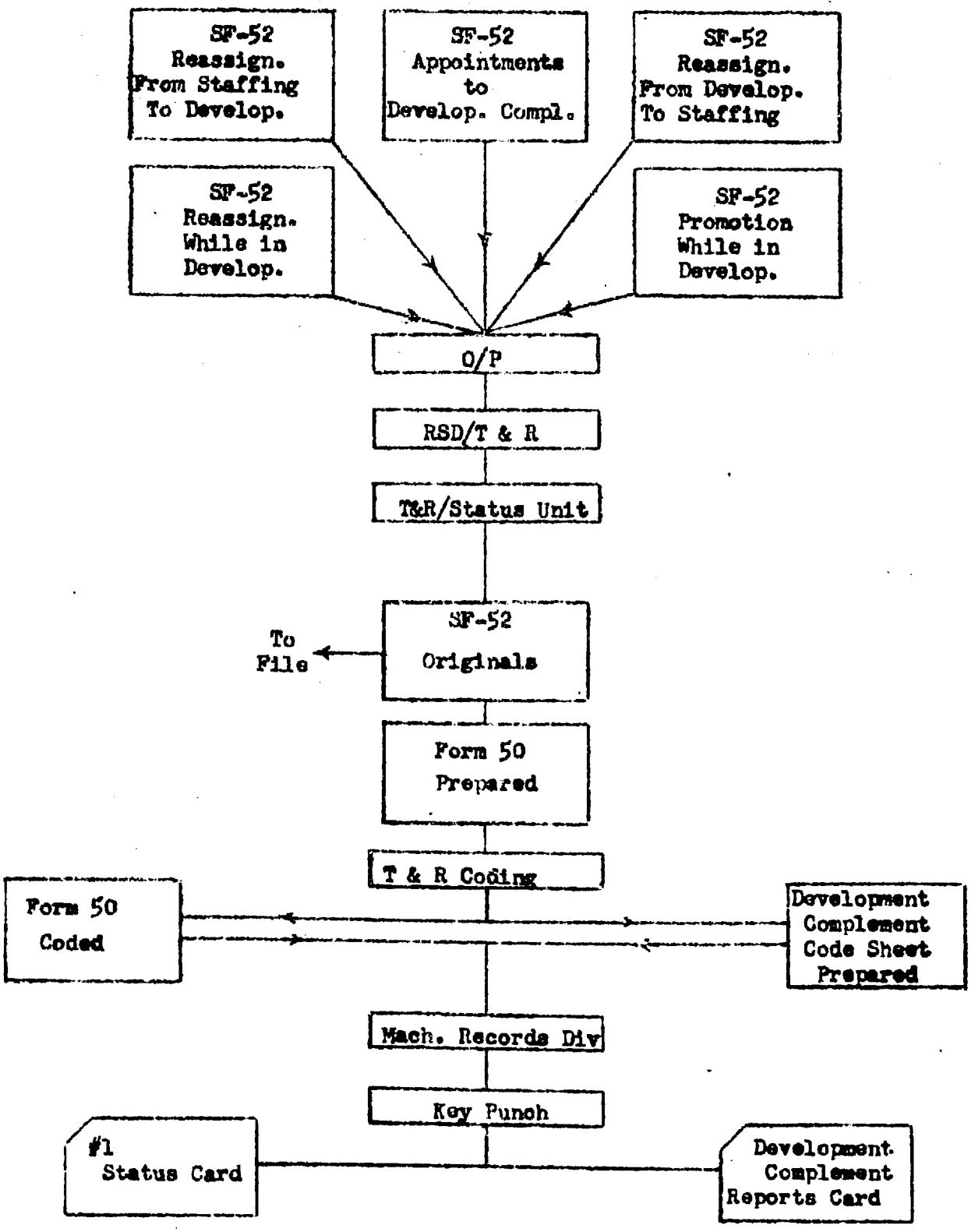

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Exhibit II

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Development Complement
Category Changes

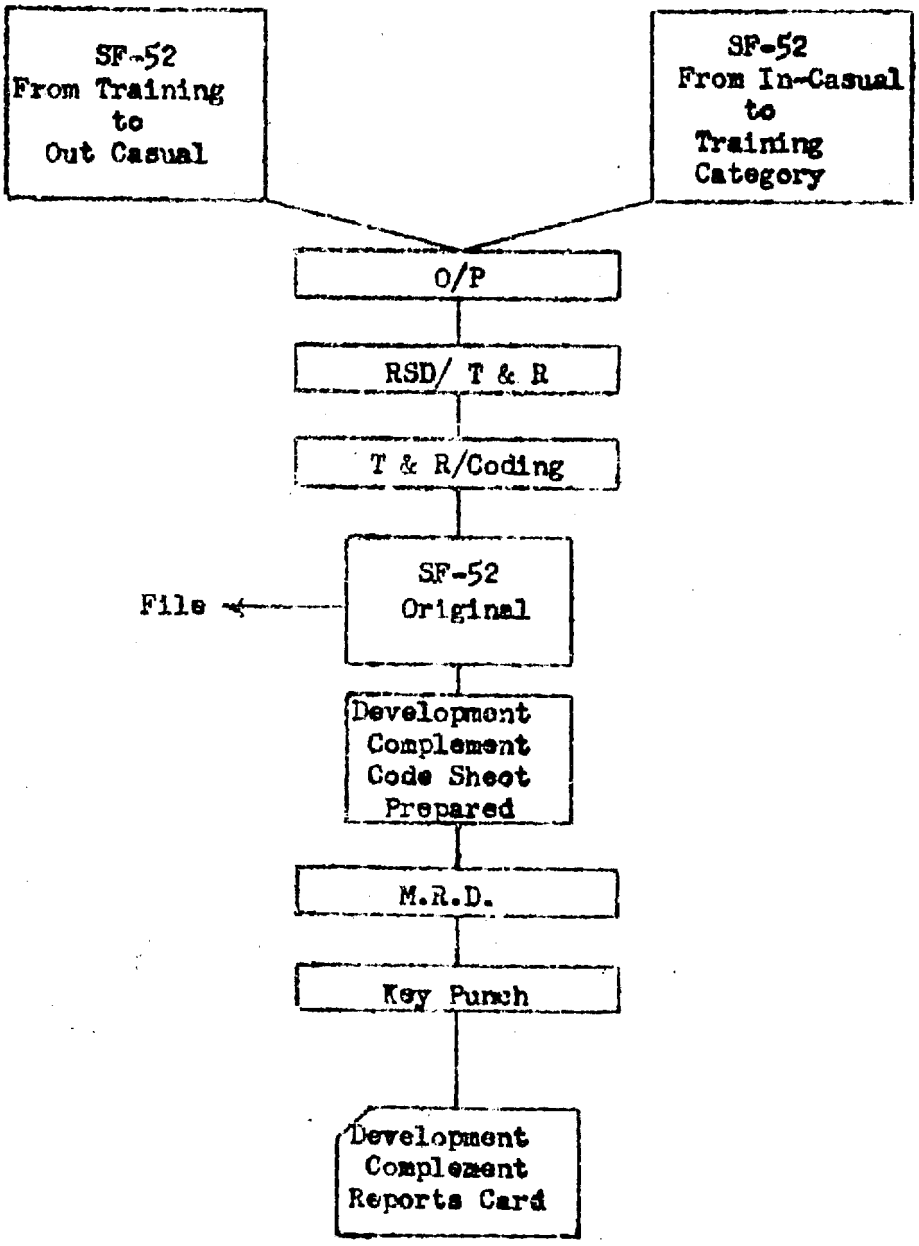

Exhibit III

~~SECRET~~

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Separation Actions For Processing Against Staffing or Development Complement

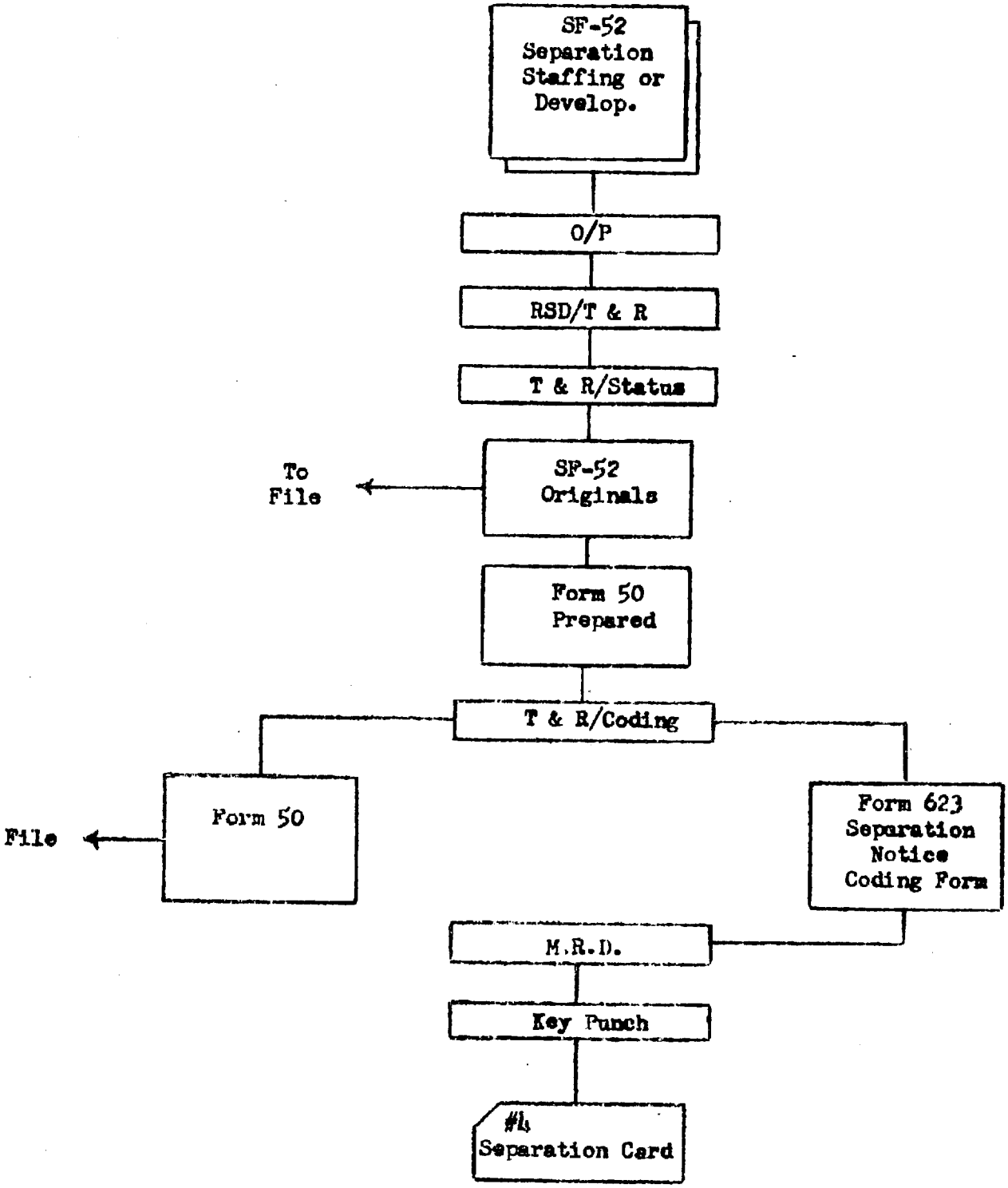

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Exhibit IV

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DEVELOPMENT COMPLEMENT CODING SHEET

1 - 6 SERIAL NUMBER	7 - 24 EMPLOYEE NAME

CARD CODE	25-29			30-49
ITEM	TYPE	DATE MONTH	DAY	POS OR [illegible] [illegible]
CODE				

50-55	56-57	58-59	60-63		64	65-66	67-73			74	75-79	80
OCCUPATIONAL SERIES CODE	GRADE	PERFORM OFFICE	DEVELOPMENT COMPLEMENT		FUND	SERVICE DESIGNATION	ASSIGNMENT ACCOUNT NUMBER			CS	ORIGINAL DATE PLANNED DEVELOPMENT COMPLETED	
			SERVICE	PROG			OFF	DIV	PROJECT #		MO DAY YR	

Exhibit 9

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25X1A

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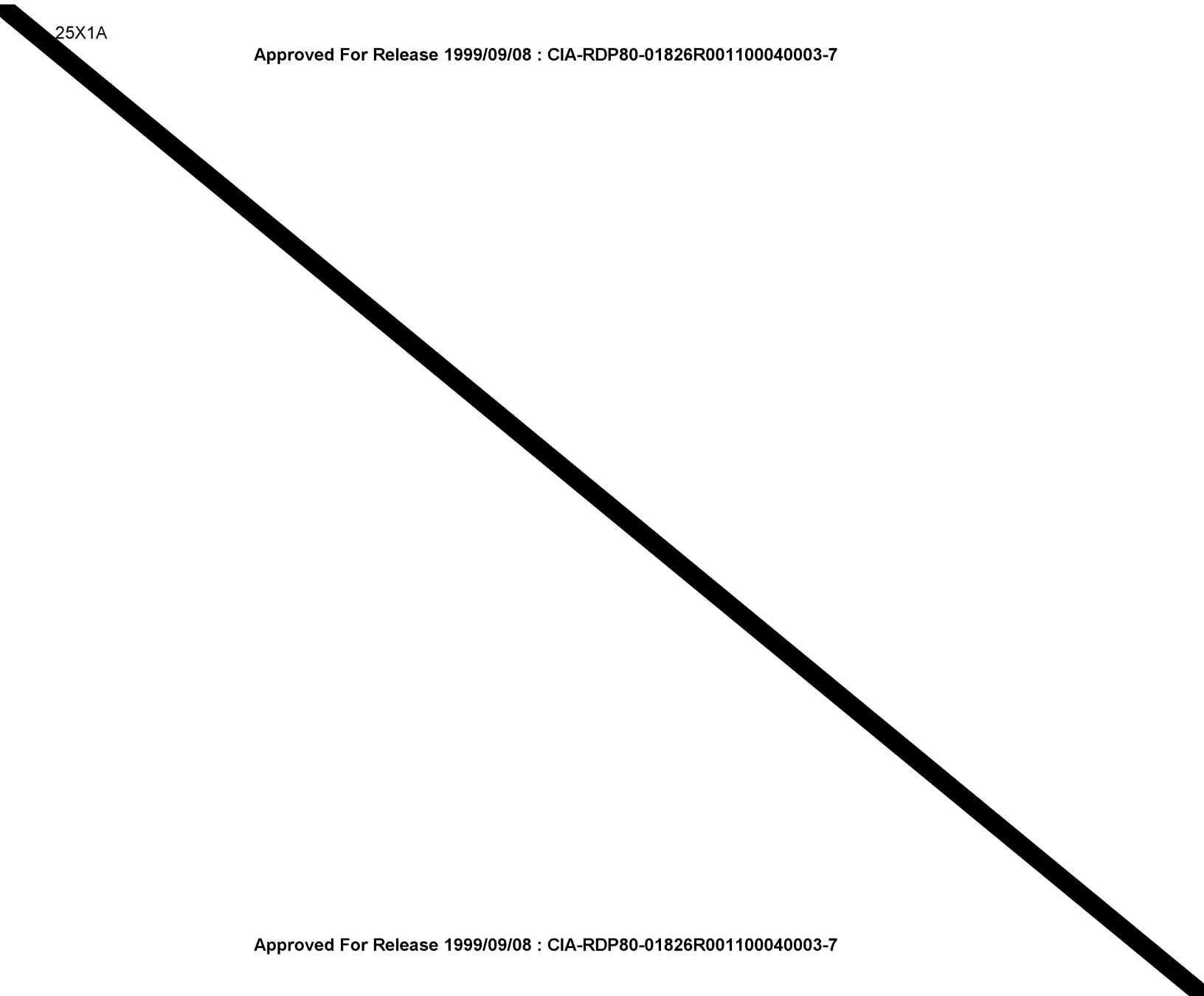

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Recording Steps Required
For Development Complement Actions

Nature of Action	Init. Form	Prepared Form	Action Code	Files Affected				
				# 1 Status	# 2 Status	Date File	PCR T/O	Devel. Comp.
Appointment Action to Development Complement	SF-52	50	10	x	x	x		x
Remove From Staffing Place in Devel. Compl.	SF-52	50	20	x	x	x	x	x
Reassignment While In Development Complement	SF-52	50	21	x	*	*		x
Remove From Development Place in Staffing Comp.	SF-52	50	22	x	x	x	x	x
Promotions, etc. While in Development Compl.	SF-52	50	23	x	x	x		x
Separation While in Development Complement	SF-52	50	80	x	x	x		x

* Depends on the items changed.

25X1A

[redacted]

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Exhibit VII